United States Bankruptcy Court
Eastern District of Oklahoma

Version 3.0 Changes for External Filers

Introduction   Many changes will be made to the CM/ECF application in Version 3.0. This document summarizes some of the major changes which will impact the use of CM/ECF for external filers. If there are any questions regarding how to use CM/ECF in Version 3.0, please call the CM/ECF Help Desk at 1-918-759-4357 or 1-918-758-0126. **The effective date for Version 3.0 is anticipated to be May 30, 2006.**

1.   **CM/ECF Passwords**   Version 3.0 conversion software does not recognize CM/ECF passwords which include a tilde (~). Attempting to use a password containing a tilde will result in a message of "invalid login." External filers who currently use a tilde within their password should change their password to avoid this problem, by accessing the Maintain Your ECF Account Utilities menu option.   This must be changed prior to the conversion to Version 3.0. If it is not, the ability to modify your password will be unavailable. Once the database has been converted, users who wish to use a tilde may once again reset their password to include the tilde character. After this date, external filers may request the Court to modify their password by contacting the CM/ECF Help Desk at 1-918-759-4357 or 1-918-758-0126.

2.   **Claims Entry**   The screens appearing under the *File Claims* link have several modifications and enhanced features.

•   The *Duplicates Claim #* field , the *Late drop-down* menu, and the *Status drop-down* menu will no longer exist in Version 3.0 . The *Status drop-down* menu allowed the filer to designate the claim as an amended claim. When amending a claim in Version 3.0, the filer must now select the *Amends Claim #* field and enter the number of the claim being amended.

•   If the creditor has changed their address since the first claim was filed, then the creditor will not be able to amend the claim. Those creditors should file the claim and explain in the *Remark,* free text section, that the claim should amend claim # _____. The court staff will then amend the claim.

•   An *Add Common Creditor* link has been added to allow common creditors to be added to a case from a drop-down menu. Although only internal Court users will add common creditors to the drop-down menu, external users will be able to select one or more of the common creditors to add as creditor(s) on a case. The *Edit Creditors* link that appears is only accessible to internal Court users.

•   The *Notice of Electronic Claims Filing* that generates when a claim is filed, has been enhanced to include a link to the *Claims Register*. The *Notice of Electronic Claims Filing* will also include a hyperlink to allow the filer to return to the filing screen to file another claim.

3.   Claims Register

- **Numbering of Claims** - Claims and amended claims will be numbered differently than in prior CM/ECF releases. Under Version 3.0, an original proof of claim will be numbered with a sequential claim number and an extension at the end e.g. "-1." For example, the first claim filed in a case will appear as 1-1. The second claim will be 2-1, etc. If the first claim is amended in Version 3.0, the amended claim will receive an extension of "-2," so the amended claim will appear as Claim 1-2. Claims filed prior to conversion to Version 3.0 will retain their original claim numbers but a "-1" extension will be added. To illustrate, if claim number 2 and claim number 5 were filed before conversion to Version 3.0 , and claim number 5 amended claim number 2, both claims, following conversion, would be assigned claim numbers of 2-1 and 5-1 respectively. If after May 30, 2006, however, another claim amended claim number 5, the new claim would be Claim 5-2.
- **Claims History** - Amended claims and other information will now appear in a new *History* section as appropriate for each claim on the Claims Register. (see screen print below) . The *History* section will list any claim for that number and any claim-related docketing events with hyperlinks to the claims and the docketing events. Previously, claim statuses were set on the register through certain events such as Withdrawal of Claim and Transfer of Claim. Version 3.0 will no longer set statuses since the events themselves will be in the history section of the register.

- **Claims Register -** The *Claims Register* will store the *Notice of Electronic Claims Filing* for claims entered in Version 3.0. The *Claims Register* will also be available under the *Query* menu - - previously, it was available only through *Reports*. When the address of a claimant changes, the previous addresses will be available for viewing in a History link next to claimant's name.

4.   Claim-Related Events

- **Claims Numbers Are Now Required for Related Events**.   Events related to claims should all have a *Claim Number field* in which the filer will enter the claim number to allow a link to appear in the *History* section of the *Claims Register*. It is important when entering a claim number to reference only the main claim number, such as 1 for Claim 1. If the claim number is entered with an extension such as 1-2, the system reads this as Claims 1 and 2.
- **Omnibus Objection to Claims**. There will be a new Omnibus Objection to Claims event available in Version 3.0, which will allow multiple claims to be objected to within one entry.

5.   Transfer of Claim (waiver) Event

- This is to be used only if **BOTH** parties have signed the transfer. If only one party signs, this should be filed under Assignment of Claim. The *Transfer of Claim* events will now change the claimant on the register and list the transferee as claimant. The *History* section will provide a link to the transferor. Previously the transfer event prompted for a claim number and the user entered *"Assigned"* as the status. This event will no longer ask for a status, but instead it will allow the user to select a transferee and to search for and select multiple transferors. The claim number will be referenced next to the transferor in the selection list so the right claim can be selected.

6.   Open a Bankruptcy Case   This link has been re-named to *Open a Voluntary BK Case*, and within the new **Open a Voluntary BK Case** link, several changes appear.

- The *Role Type* menu in the party field has been eliminated because *"Debtor"* will be the automatic role type.
- The number of debtor records on a case will be determined automatically by the *Joint Petition* field. The system initially asks whether the case is a joint petition. If the user selects "n" for "no," one debtor record is required. If the user selects "y" for "yes," the system prompts for two debtor records.
- The Type of debtor field at the *Statistics* screen has been modified to force selection of only one option: Individual, Corporation (includes LLC & LLP), Partnership, and Other using a radio button format. Nonprofit Organization is added as a new *Type of debtor* selection with a checkbox option. The other Type of debtor selections (e.g. Health Care Business, Single Asset Real Estate, etc.) shown in checkbox format can have as many selections as necessary.

7. <u>**Open an Adversary Proceeding**</u>   Several changes appear in the ***Open an Adversary Proceeding*** link.

- The ***Role Type*** menu option has been removed in the ***Party*** field because the roles of Plaintiff and Defendant are automatically set as the role types.
- When entering plaintiff's name in an adversary, the filer will be required to list the corporate parent, if any. All parties to an adversary are required to file a statement regarding corporate ownership, pursuant to Bankruptcy Rule 7007.1 and General Order #56.
- The filer will enter as many Plaintiff records as necessary and click ***End Plaintiff Selection*** when finished. The filer then enters as many Defendant records as necessary and clicks ***End Defendant Selection*** when finished.
- There is no longer a ProSe field as any party record entered without an attorney added is automatically set as pro-se.
- On the statistics screen, the ***Nature of Suit*** drop-down menu has been replaced by a Primary nature of suit drop-down menu and a Secondary nature[s] of suit drop-down menu, which will allow the user the ability to set one primary nature of suit and as many secondary nature of suits as necessary.
- The docket text for Adversary Case Opening has been clarified and will include the adversary case number once the case is entered for use on the main case docket sheet.

8. <u>**Open an Involuntary Case**</u>   The Open an Involuntary Case link has been re-named as ***Open an Involuntary BK Case.***

- On the opening screen, the Chapter drop-down menu will only have Chapters 7 and 11 and will not reference any other Chapters.
- The ***Joint Petition*** field will no longer be editable as it will always be set to "n" for no.
- The ***Role Type*** field has been removed from the Party fields because the user will create one debtor record and as many petitioning creditor records as necessary until the user selects ***End Petitioning Creditor Selection***.
- In the past, the attorney opening the case would be mistakenly linked to the debtor rather than petitioning creditors. Now, on the ***Petitioning Creditor*** screen, a check box will be available which states: "The user opening the case is the filing attorney for this party." This checkbox creates a link between the filing attorney and the petitioning creditor.
- The ***Statistics*** screen will be modified to make the same changes as outlined in Open a Bankruptcy Case. Finally, the docket text has been clarified.

9. <u>**Case Upload**</u>

- The ***Case Upload*** feature has been available as a locally developed application. With Version 3.0 , this local application will be supported by the Administrative Office as part of the national CM/ECF program. One change necessary to implement the national ***Case Upload*** feature is that **<u>the party role of the second debtor on joint case should always be "jdb" not "db"</u>**." Failure to use **"jdb"** in the second debtor record can cause the alias records of the second debtor to improperly link to the first debtor.

- *Case Upload* can be used in Chapter 7, 11, 13 and Chapter 12 cases, as well as Health Care Business cases. *Case Upload* should not be used in Chapter 15 or Chapter 9 cases.

10.   **Party Searches**

- When searching for a party record, the user can now search on the first name and middle name, in addition to the last name.

11.   **Case Opening Debtor Information**

- On case opening, error messages will generate if certain data fields are not completed. The *Last Name, County, Address, City, State and Zip* fields are the required fields and if they are not completed, an error message prevents submission of the data. If the party has a United States address, the *Country* field should either be blank or the filer should type in USA using capital letters. If any other characters are typed in the *Country* field, the case will be interpreted as a foreign address, and the country will be added to the last line of the address on any matrix generated.
- When the *Country* field is completed with anything other than USA, the filer receives an error message if the *County Code* is not listed as "*Foreign*." The current "*Out of Country*" *County Code* will be replaced with the code "*Foreign*."
- A *Corporate Parent* button now appears for use if a corporation has a corporate parent required to be disclosed under Fed. R. Bankr. P. 7007.1 and 1007(a).

12.   **Creditor Maintenance**   The *Creditor Maintenance* functions have been improved to allow easier input of creditor data.

- The field lines for typing individual creditor names and addresses when adding creditors through *Creditor Maintenance* have been removed to permit the filer to enter a block of addresses for up to 10 creditors at one time. Filers may add creditors by directly typing in the information or by copying and pasting data from another file.
- An *Enter Common Creditors* link has been added to *Creditor Maintenance* to allow the filer the ability to select one or more common creditors from a drop-down menu to be added as creditors to a case. Multiple common creditors can be added by using the "Control" key.

13.   **Multi-Part Motions**   Previously, when multiple events were selected in a list of docketing events in CM/ECF, the docket text would place the events in alphabetical order. Now, the events will appear in docket text in the same order which the user selected the events.

14.   **Docketing Screens**   Enhanced case information will display on docketing screens to show: Case Type, Judge Initials, Office Code and Name, Active Lead BK Case Number, Chapter Number and Voluntary (v) or Involuntary (I), Asset Code (y/n), Description of the Disposition Code, and Case Flags.

15. <u>Reports</u>

- The *Docket Activity Report* will now be available to external filers. Attorneys will have an additional check box option to limit the search to cases in which the attorney is involved or by date or by case number.
- The *Docket Report (Docket Sheet)* will show the role-type of the parties above the party's name rather than below.
- The *Claims Activity Report* will make Creditor searches easier by permitting any part of the Creditor name to be searched, and Creditor searches are no longer case sensitive.
- A new *Written Opinions Report* will be available to give free access to Opinions entered after Version 3.0 implementation. All previously written Opinions can still be searched for free through our Court's website at: www.okeb.uscourts.gov . A report for review of all *Judgments* entered after May 30, 2006.
- The *Creditor Mailing Matrix* will now be available in the *Query* menu.

16. <u>PACER</u>

- A new *Utilities* menu option, called *Clear Default PACER Account* will allow users to clear their default PACER logins.
- Three Utilities options, currently only available in PACER, will be directly accessible for attorney filers in the *CM/ECF Utilities* menu. Those options are: *Change Your PACER Account, Review Billing History*, and *View PACER Account Information*.
- The 30-page cap for billing in PACER has been extended to apply to Queries and to the Cases, Claims Activity, and Docket Activity Reports. There will be no page limit for billing transcripts, which are entered after Version 3.0 implementation.

17. <u>Browser</u>
Version 3.0 has been tested to work with Netscape 7.2 and Internet Explorer 6. If the user is experiencing problems using Version 3.0 of CM/ECF, it may be due to using a previous version of the browser.